



# Indiana Department of Education

SUPPORTING STUDENT SUCCESS

## MEMORANDUM

**TO:** Data Managers, STN Site Administrators, Counselors, Test Coordinators, Program Administrators and Treasurers

**FROM:** Karla Carr, Coordinator of Data Collection and Reporting, STN Support Team Leads, and IDOE Data Stewards

**DATE:** August 21, 2009

**SUBJECT:** WebEx Meeting on State Data Reporting

We have scheduled several webinars over the next few weeks which will assist with understanding data reporting. We will be discussing the data collections and their most recent revisions. We encourage you to invite any of the stakeholders of these collections from your school to the meeting but ask that you gather in one room to place one phone call into the WebEx meeting. The computer you use must be able to connect to the Internet. For multiple or single participants you can use either a computer equipped with speakers and a microphone or a speaker telephone for the audio portion of the meeting. We will be posting a recording of this meeting on the STN Home page.

### WebEx Schedule

***Graduates (DOE-GR) and Dropout and Mobility (DOE-DM)***

Date and time: Friday August 28, 2009 10:00 – 11:30 AM Eastern

***ECA Barcode & Online (Fall) (DOE-EC), ECA Barcode & Online – Algebra II***

Date and time: Thursday September 3, 2009 10:30 – 11:30 AM Eastern

***Pupil Enrollment (DOE-PE) and Membership (DOE-ME)***

Date and time: Tuesday September 8, 2009 10:00 – 11:30 AM Eastern

***Special Education (DOE-SE) and Homebound/Hospitalized (DOE-HB)***

Date and time: Thursday September 10, 2009 10:00 – 11:30 AM Eastern

***Certified Employee/Certified Positions (DOE-CE/CP) and SPN (School Personnel Number)***

Date and time: Friday September 11, 2009 10:30 – 11:30 AM Eastern

***English Language Learners (DOE-LM)***

Date and time: Tuesday September 15, 2009 10:30 – 11:30 AM Eastern

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Register for a meeting:

1. Go to <https://indiana-doe.webex.com>
2. Search for the meeting using the title above or key words
3. Click on meeting title to Register and View Agenda
4. Once registered, instructions will be emailed on how to join the meeting.

IMPORTANT NOTICE: This WebEx service includes a feature that allows audio and any documents and other materials exchanged or viewed during the session to be recorded. By joining this session, you automatically consent to such recordings. If you do not consent to the recording, do not join the session.